

Crossdale E-Safety Policy

What is E-Safety and why do we need an E-Safety Policy?

New technologies have allowed us to communicate with our friends and families using an ever-expanding range of devices and services (many using the internet). Whilst we are now able to communicate more easily with people we know and trust these new technologies have also meant that it is easier for us to contact (or be contacted by) people who we do not know and who we do not know we can trust. Unfortunately, these new opportunities for electronic communication can occasionally put children at risk of harm or at risk of exposure to unsuitable materials.

When they are outside school, the children at Crossdale already use many of these technologies to communicate with others. In addition, these new communication technologies and services offer genuinely exciting possibilities for the exchange of ideas, the promotion of social interaction with children from other parts of the world and the provision of engaging opportunities for learning which reflect the world in which the children already live.

It is therefore important that, as part of our duty of care to the children at Crossdale, we ensure that:

- children at Crossdale learn how to use these new technologies and services responsibly and safely, i.e., that we promote E-Safety;
- we carefully consider our provision of opportunities for electronic communication used by Crossdale children to ensure that we do not place children at risk.

Writing and reviewing the E-Safety policy

This updated version of our E-Safety policy is part of the school's ongoing self-evaluation process and procedures for safeguarding. It relates to other policies, including those for ICT, bullying and child protection.

The school will appoint an E-Safety Coordinator who will work alongside the Headteacher to ensure appropriate measures for safeguarding the well-being of children at Crossdale are adopted.

Our E-Safety Policy has been written by the school using guidance provided by BECTA and using the Kent Local Authority E-Safety Policy as a template. It has been agreed by the school's Senior Leadership Team and approved by the Governors.

This E-Safety Policy was revised by P McKenna, P Cresswell and the teaching staff of Crossdale.

It was approved by the Governors on ____December 2009_____

The next review date is December 2010

Roles and Responsibilities?

The Headteacher will be responsible for devising, implementing, reviewing and monitoring the effectiveness of this policy. He will also be responsible for ensuring that this policy provides appropriate coverage within the school's policies relating to child protection.

Padraig McKenna will be responsible for devising, implementing, reviewing and monitoring the effectiveness of this policy.

Staff at Crossdale will be responsible for implementing and reviewing this policy.

The Governing Body will be responsible for reviewing and monitoring this policy.

The parents of children at Crossdale School will be required to comply with this policy.

The children at Crossdale School will be required to comply with this policy.

Teaching and Learning

Why The Internet And Electronic Communications Are Important

The Internet and electronic communications have become inescapable elements of our lives in the 21st century. We have a duty to ensure that the children at Crossdale experience use of these technologies and that they are provided with opportunities to allow them to learn how to use these technologies appropriately, responsibly and safely.

Use of the Internet and electronic communications in all subject areas forms part of a child's statutory entitlement as set out in the National Curriculum; school therefore must provide opportunities for children to experience and learn how to use these technologies.

The Renewed Frameworks for Numeracy and Literacy emphasise the important of ICT for teaching and learning within these subjects. In addition, schools are expected to provide an online Managed Learning Environment (for example, Fronter) for all children by 2010. It is clear that the Internet and electronic communications are fundamentally, and increasingly, important tools for teachers and the school to use for communications with children and to provide opportunities for learning.

Use Of The Internet To Enhance Learning

Children in school will be expected to use the Internet and other electronic means of communication throughout the curriculum.

Use of these technologies allows us to:

- share our ideas with each other and with the wider world;
- find (and evaluate) information from a range of sources;
- communicate with people from other places in the world;
- support and encourage the learning of Crossdale children in their homes;

- celebrate the life of the school, our work and our learning;

Our access to the Internet is provided by Nottinghamshire County Council as part of the East Midlands Broadband Consortium (EMBC) - a Becta Accredited Internet Services Supplier. The school's access to the Internet is thus designed specifically to suit the needs of schools and children with attention to the provision of a safe online environment.

Nevertheless, we have a responsibility to ensure that teachers identify appropriate and reliable sources of information for Crossdale children to use. This includes the use of search engines and image searches which might produce links to inappropriate material. Wherever possible, a search engine intended only for use by children should be used. If this is not possible the teacher should provide search terms which are known to produce only safe results. Image searches are of particular concern and we have provided a page on the school's website containing links to safer searches for images; these links should always be used in class if a teacher requires children to search independently for images.

We should support children as they develop the ability to make decisions about the reliability of information accessed using the Internet and electronic communications.

Our children should learn that we may often need permission to use photographs, text or sounds which we find on the Internet.

In addition, we need to ensure that we teach, discuss and model safe and appropriate practices for the use of the Internet and electronic communications. We should particularly consider how we should make safe decisions about the personal information or images which we publish electronically.

Children are not allowed to use the Internet in school (specifically including lunch times and play times) without appropriate adult consent and supervision.

Use Of E-Mail

We are required to teach the children at Crossdale about the use of e-mail. However, we should recognise that e-mail provides a method of communication with a child which could be misused.

When it is necessary to teach objectives related to e-mail, we provide Crossdale children with limited e-mail facilities using the school's account at Google Applications. This allows us to limit outward communication to addresses within their own class and to preclude access from outside the school entirely.

Use of e-mail within school provides an opportunity for us to teach children how it should be used safely and appropriately when they get their own e-mail addresses outside school.

E-Safety, Cyberbullying, Chat, Online Communities And Social Networking

School will not allow access to public or unregulated chat rooms.

Many primary school age children now routinely take part in age-appropriate online communities and social networking sites (for example, Club Penguin). Some children of primary school age children also take part in other social networking sites (for example, Facebook and Bebo) which are intended for older children and adults. *(The terms and conditions of these websites preclude their use by children of primary age but there is no verification of the age stated by the child.)*

Social networking sites often provide a means for users to create an unmediated personal space where they can upload material such as photographs, videos and text. There have been occasions where children who provided personal details such as their real names, their telephone numbers or their email addresses became subject to inappropriate, damaging and criminal attention.

Whilst we will not allow access to these online communities and websites in school, we must acknowledge that they do form a part of the online lives of our children and that we have a responsibility to ensure that our teaching of E-Safety includes guidance on how to use these services safely.

We must ensure that children know that safe use of the Internet means that:

- They never give out information (such as their real name or address) which could identify them (or their friends) away from their computer;
- They do not provide photographs or videos of themselves to people who they do not know.
- They should always keep their passwords a secret
- They should block people who they do not want to talk to and tell a grown-up if they feel unsafe or bullied.

In addition, we should ensure that we consistently emphasise (and model) our expectations that we should all use the Internet and other forms of electronic communication in a way that is polite, kind and helpful. We should make it clear that to use these opportunities for communication in any other way is inappropriate.

We should make sure that our work with children on E-Safety includes discussions on 'cyberbullying' – the use of the Internet and other methods of electronic communication to cause harassment.

Sharing Our School With The World – Our Website

Our school website provides a valuable channel of communication with the community of the school. It also offers us an opportunity to share the life of the school with the world and to publish, celebrate and affirm the work and achievements of the children of Crossdale.

It is important that our website reflects (and models) the best E-Safety practices. Careful consideration is given to the benefits and potential problems associated with all material which is published. We have read and adhered to Becta's guidance for safe school websites:

- The Headteacher is responsible for decisions about content which may be uploaded to the website;

- Access to the interfaces which allow the uploading and publishing of material on the school's website is limited to a small number of adults;
- Our Website Policy provides clear guidance to ensure that the content we publish creates no risks for the children or adults in our school community;
- We follow Local Authority and Becta guidance about the use of video and still imagery featuring children; (*see below*)
- An E-Safety audit of all pages on the school website takes place every six months.

Use Of Still And Video Images Of Children

We follow Local Authority and Becta guidance about the use of video and still imagery featuring children:

- Images of children are only used where there is no increased risk of the child being identified.
 - We do not use still or video images of a child where its name has been used.
 - We do not use a child's name where still or video images of that child have been used.
 - We check to make sure that the file name and alternative text for the files do not contain the child's name.
- Parental consent for use of images is obtained at the time of the child's admission to the school. When this permission is denied we do not use photographs of that child.
- We take care to ensure that the images we use only show pupils in appropriate dress.
- The E-Safety audit of the website, which takes place every six months, monitors all still images and video files which are published on the school website.

Safe Working Practices For Adults

The Internet and other forms of electronic communications, such as SMS, email, social networking and online gaming, mean that it is now possible for children to initiate contact with adults whose contact details they have managed to discover. We should consider appropriate and responsible online behaviours which reinforce the importance

of E-Safety to children and reduce the risk of misplaced allegations being made against adults working at Crossdale.

DCSF guidance from November 2007 states:

Communication between adults and children, by whatever method, should take place within clear and explicit professional boundaries. Adults should not share any personal information with the child or young person. They should not request, or respond to, any personal information from the child / young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Additionally:

Adults should be circumspect in their communications with children and young people so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.

(Guidance for Safer Working Practice for Adults who Work with Children and Young People. DCSF 2007)

We can help to ensure that all channels of electronic communication used between Crossdale children and the adults who work at school are “transparent and open to scrutiny” by making sure that more than one adult is enrolled in any online activity provided by a teacher for use by children (Fronter forum etc.).

An E-Safety Group (comprising the Headteacher, Deputy Headteacher and E-Safety Coordinator) will be created and enrolled in all activities created on Fronter, Google Apps or any other online resource allowing communication between teaching staff and children.

Involving Parents And Carers – Promoting E-Safety

The school will attempt to provide parents with access to E-Safety guidance materials and advice so that they can ensure that their children's use of the Internet and other electronic communications is safe.

Teachers will take all reasonable precautions to ensure that children access only suitable material. In addition, children are encouraged to show a responsible attitude to their work and Internet use is closely supervised. Nevertheless, it is not possible for the school to guarantee that unsuitable material will never appear on a school computer. School cannot accept liability for the material accessed or any consequences of Internet access.

Any complaints about use of the Internet or other electronic communications will be dealt with by the Headteacher.

Parents of all children will be asked to sign and return a consent form confirming their acceptance of the Rules for Safe Use of the Internet and authorizing school to allow their child access to the Internet. This consent applies to direct access by the child. Access to the Internet in a whole class teaching situation is viewed as a normal part of school practice.

Responding To Incidents Of Concern Regarding E-Safety

Following the guidelines described above should significantly reduce the risk of incidents of concern regarding E-Safety. However, adults and children should be aware that it is still possible for distressing or inappropriate material to appear as an accidental consequence of use of the Internet.

Pupils should be encouraged to (turn off their monitor using the power button and) tell an adult straightaway if this occurs.

The Headteacher or a member of the E-Safety team should be informed.

The incident should be recorded in detail in the ICT Incidents log book. This entry should detail:

- The nature of the material displayed;
- The URL (web page address) of the material;
- The nature of the lesson;
- The child's actions which led up to the incident of concern.

Subsequent to the incident of concern, the E-Safety Coordinator should ensure that procedures are audited to minimise the risk of reoccurrence and that EMBC have been informed so that filtering can be improved.

The Headteacher will inform the parents/carers of the child/ren involved where this is judged to be appropriate.

Inappropriate Use Of The Internet Or Electronic Communications

The Headteacher will consider incidents involving misuse of the Internet or electronic communications and will decide on the appropriate sanctions or pastoral support.

The Headteacher must inform the police if serious criminal misuse of the school's provision of electronic communications has occurred.

Future Technologies – Futureproofing E-Safety

The technology available to us in school changes rapidly and we should ensure that when new technologies or services are introduced their implications for E-Safety are considered. The principles of this E-Safety Policy will be applied when new technology or services are introduced and the school's E-Safety Policy will be amended as necessary. In addition, it is important that the adults working in school and children at school are made aware of our expectations for safe usage of these new technologies or services.

How Will Information Systems Security Be Maintained?

Our server and school network are designed and maintained by ICT Services – a department of the Local Authority which provides technical ICT support for schools. The school is visited every two weeks by a technician and the school's network is updated

as required to ensure security of data. The administrative computers and server are physically secured in accordance with the requirements of the Local Authority.

Rules For Responsible Internet Use

- These rules will help us to be fair to others and keep everyone safe.
- I will ask permission before using the Internet.
- I will only use my own usernames and passwords and I will not share these with anyone else..
- I will only look at or delete my own files.
- I understand that I must not bring software, disks, mobile phones or mp3 players into school without permission.
- I will only use email if I have permission from my teacher.
- The messages I send will be polite and sensible.
- I understand that I must never share my name, home address, email address or phone number.

- I will never arrange to meet someone I don't know who contacts me using the Internet.
- I will ask permission before opening an email or an email attachment sent by someone I do not know.
- I will not use Internet chat.
- I only use the search engines that my teacher has suggested.
- I will only use the links on the Crossdale website if I am searching for pictures.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorized use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorized or unlawful imagery, text or sound.

